**Request for Proposals**

**SPECIAL LABOR COUNSEL**

**Issued: \_\_\_\_\_\_, 20XX**

**Due Date: \_\_\_\_\_\_, 20XX noon**

## TOWN OF \_\_\_\_\_\_ REQUEST FOR PROPOSAL

## SPECIAL LABOR COUNSEL

## DUE FRIDAY, \_\_\_\_\_\_, 20XX

* 1. **PURPOSE AND INTENT**

Town of \_\_\_\_\_\_, \_\_\_\_\_\_ County, is requesting proposals for the position of Town Special Labor Counsel. Applicants should submit **electronic** proposals to [name], [address]. Email applications to \_\_\_\_\_\_.

As Town Special Labor Counsel, the selected Firm will be expected to represent the Town in all labor-related legal matters and advise the Town Council, the Manager and the Departments as required in the administration of Town Government. The Town has collective bargaining agreements with its Police Officers and Public Works Employees. All other employees are subject to the Town’s Personnel Policies. The Town is a Home Rule Charter Municipality and has 80 Full Time and Part Time employees.

## PROPOSAL SUBMISSION

An original, unbound hard copy and **nine (9) full**, complete and exact electronic copies shall be submitted in a sealed envelope and must be marked as "Town of \_\_\_\_\_\_ Special Labor Counsel" and addressed to:

\_\_\_\_\_\_

\_\_\_\_\_\_

\_\_\_\_\_\_

The proposal must be received no later than 12:00 p.m. on Friday, \_\_\_\_\_\_, 20XX.

Faxed or email proposals will NOT be accepted. The Town will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. Inquiries concerning this RFP should be directed via email to: \_\_\_\_\_\_.

All information and documents submitted in response to this solicitation shall be available to the general public. The Town reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Town further reserves the right to make investigations as it deems necessary to the qualifications of any and all applicants submitting proposals. The Town reserves the right to re-solicit proposals.

## SCOPE OF SERVICES

The services may include, but are not limited to:

* + 1. Furnish legal advice and assistance to the Town Council or other officers of the Town under the direction of the Town Manager.
    2. Give opinions and rulings on questions of law at the request of a majority of the members of the Town Council or the Town Manager.
    3. Prepare or approve all labor related legal instruments relating to the business of the Town.
    4. Represent the Town in any employment or labor related contract negotiations, litigation, conduct trials, appeals and other proceedings affecting the interest of the Town as necessary or desirable, subject to the approval of the Town Council.
    5. Maintain records of all action suits, proceedings and matters which relate to the Town's interest, and report as the Manager or Town Council may require.
    6. Have power to enter into any agreement, compromise or settlement or litigation in which the Town is involved, subject to prior approval or ratification by the Town Council.
    7. When necessary, may recommend special counsel or other professional consultants within the limits of available appropriations, to assist in the preparation, trial or argument of any issue or in such capacity as they determine, subject to approval or ratification by the Town Council.
    8. Shall attend meetings or executive sessions of the Board and/or other meetings as requested by the Board.
    9. If the Special Labor Counsel is disqualified with respect to any matter or recommends the appointment of special counsel, the Town Council may appoint special counsel to represent the Town with respect to such matter, within the limits of available appropriations.
    10. Upon termination of service with the Town, Special Labor Counsel shall surrender all Town property, papers and records, together with written consent to substitute the successor in any pending actions or proceedings.

# CONTENT OF PROPOSAL

The Applicant's proposal should include and address the following:

1. Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal, and the principal professional and/or professionals assigned to the Municipality.

2. An executive summary of not more than two (2) pages, identifying and substantiating why the respondent is best qualified to provide the requested services.

3. A staffing plan listing those persons who will be assigned to the engagement if the respondent is selected, including the designation of the person who would be the respondent's principal professional responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. The information should include, at a minimum, a description of the principal's relevant professional experience, years and type of experience, and number of years with the respondent.

4. A description of the respondent’s experience in performing services of the type described in this RFP. The respondent shall have extensive experience as a municipal solicitor in the Commonwealth of Pennsylvania, including experience with the Pennsylvania Home Rule Charter municipalities, supplemented by the Pennsylvania First Class Township Code. Provide specific examples of work within the scope of services required under this RFP.

5. A description of the systems that will be established for monthly reporting of the status of projects, requests, and litigation.

6. The location of respondent's office, if other than the respondent's main office, at which the respondent proposes to perform services required under this RFP. Describe your presence in Pennsylvania and any familiarity your firm has with the North Hills area of Allegheny County.

7. If the respondent or any principal has been subject to any professional disciplinary action over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.

8. Write a narrative on your firm’s philosophy about the attorney -council relationship and how that relationship will be built over time.

9. References

* + - 1. List of all Pennsylvania local government jurisdictions where your firm presently serves as Employment or Labor Counsel or provides similar services. Identify the duration of service at each community. The list should include the address, phone number, and point of contact for each client listed.
      2. Identify up to three (3) non-municipal clients you wish to include as references, including contact information and a point of contact.

10 . Insurance Detail your professional liability/malpractice insurance coverage applicable to the services described herein. Include insurance certificates summarizing such insurance coverage.

1. Cost of Services
   * + 1. Provide the Special Labor Counsel's pricing schedule for providing services. The rate schedule shall identify rates for all applicable personnel (i.e. professionals, technicians, and support staff).
       2. Identify rates for various types of services as they would apply to the requirements of the Town. For example: Rates for meetings, research time, etc. If the candidate does not differentiate between types of services, the proposal must clearly identify its services and rates.
       3. Identify the minimum period of time billed for services (i.e. telephone calls, conferences, correspondence, etc.).
       4. Provide the Town with detailed monthly activity reports and detailed invoices.
   1. **INTERVIEW**

The Town Manager and/or the Town Council reserve the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Town reserves the right to request clarifying information subsequent to submission of the proposal.

# SELECTION PROCESS

All proposals will be reviewed by an ad hoc professional services committee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. The committee will evaluate each proposal and make a recommendation to the Town Council.

# SELECTION AND CONTRACT

As a professional service, the Town maintains sole discretion in its selection of the successful applicant. The Town will enter into a mutually satisfactory engagement letter which will set forth the terms and conditions of the representation. The Town Attorney shall review and approve the applicable engagement letter prior to the formal appointment of the successful applicant.